

## AUTOSUM FUNCTIONS

The most commonly used functions are also the easiest to enter. To insert a formula that adds a column or row of numbers automatically, click in a blank cell beneath any column of numbers (or at the end of a row of numbers), and then click the AutoSum button on your Home ribbon. Excel inserts the SUM function with the argument already filled in and selected. Adjust the selected range, if necessary, and then click the Enter box in the Formula bar or press Enter to store the formula in the active cell.

Use the drop-down arrow to the right of the AutoSum button to select the AVERAGE, COUNT, MAX, or MIN functions for the adjacent row or column. Select the More Functions option from the bottom of the list to open the Insert Function dialog box with the adjacent row or column selected as the default argument.

Two quirks in AutoSum are worth noting:

- If the range above or to the left of the cell containing the SUM formulas contains any blank cells, the range to be totaled stops there.
- When the cell that holds the SUM function is at the end of a row and a column, AutoSum always selects the column.

In either case, the moral is the same: When using AutoSum, always check to be certain that the correct range is selected.

To automatically add totals for several adjacent rows or columns, select the cells directly beneath the columns or to the right of the rows and then choose an AutoSum function. Excel plugs in the selected formula for each row or column, the same as if you had added each one individually. When you use the AutoSum button this way, you do not see a confirmation dialog box.

If you use AutoSum below an AutoFiltered list, the resulting formula uses the SUBTOTAL function instead. This syntax allows you to see a correct sum using only the filtered data; if you used the SUM function, the result would show all cells, including those hidden by the filter.

### TIP FROM

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You don't need to enter a formula to make quick calculations. When you select two or more numbers in a worksheet, Excel displays a summary of the selected cells in the status bar along the bottom of the worksheet window. The default calculation is a simple total; look at the right side of the status bar and you'll see SUM=, followed by the total of the selected cells. Right-click anywhere on the status bar to display a shortcut menu that lets you choose a different calculation, including Average, Max, Min, Count (which counts the number of selected cells), and Count Nums (which counts only the number of selected cells that contain numbers). Use this feature in conjunction with selecting a column in a list, for example, to quickly spot the largest and smallest values in that field.